

MN Department of Human Services
Social Services Manual

Quarterly Reports

IX-3000

Not revised

IX

Quarterly Reports

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Expenditure Reports

IX-3100

The following reports must be sent to the State Agency on a quarterly basis:

Social Services Time Study (SSTS) Moments (DHS 3007)

IX-3110

The Social Service Time Study (SSTS) reports are used to generate quarterly statistical information concerning the distribution of social services activities which are supported by federal and state funding sources. The SSTS divides counties into groupings. Each group's percentages are computed from this data to determine its claim from these funding sources, and each county's reimbursement is calculated based on the appropriate distribution formula. The SSTS is also used to calculate Child Welfare-Targeted Case Management (CW-TCW) rates.

Social Services Fund Report (DHS 2556)

IX-3120

The **Social Services Fund Report (DHS 2556)** collects total expenditures and revenues for all social services. This report has four major functions:

1. it constitutes, along with the SEAGR report, the quarterly fiscal Community Social Services Act (CSSA) report;
2. it is used to prepare the annual Minnesota County Human Service Cost Report;
3. it is compiled into the cost pool to claim federal administrative reimbursement for:
 - a. Title IV-E;
 - b. Medical Assistance Non-Waiver Social Services, Medical Assistance Rule 25, expenditures;
 - c. Minnesota Family Investment Program (MFIP); and
4. under certain circumstances, it can be used to direct charge costs for federal financial participation.

Social Services Expenditure and Grant Reconciliation (SEAGR) Report (DHS 2557)

IX-3130

The **Social Services Expenditure and Grant Reconciliation (SEAGR) Report (DHS 2557)** collects expenditures by BRASS service codes and revenues by program area for all social services. This report has three major functions:

1. it constitutes, along with the **Social Services Fund Report (DHS-2556)**, the quarterly fiscal Community Social Services Act (CSSA) report;
2. it is used to prepare the annual Minnesota County Human Service Cost Report and
3. it is used for fiscal reporting of:
 - a. CSSA Block Grant;
 - b. Title XX Block Grant;

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- c. Rule 12 Mental Health Grants;
- d. Child Care Discretionary Grants;
- e. Developmental Disabilities Semi-Independent Living Services (DD SILS);
- f. Developmental Disabilities Family Support Program;
- g. Relative Custody Assistance Program;
- h. Consumer Support Grant;
- i. Family Preservation Fund (including Family Preservation Aid, Concurrent Permanency Planning and Child Welfare-Targeted Case Management verifications).

Budgeting, Reporting, and Accounting for Social Services: BRASS-based Grant Fiscal Report (DHS 2895) **IX-3140**

BRASS-Based Grant Fiscal Report (DHS 2895) is used for social services grants which are budgeted and spent based on BRASS. Usually there are supplemental instructions for each specific grant, in addition to the “generic” instructions.

Title IV-E Foster Care Program Abstract (DHS 2570) **IX-3150**

The **Title IV-E Foster Care Program Abstract (DHS 2570)** is used to claim federal Title IV-E foster care maintenance and intake and planning reimbursement and provides statistics required to claim administrative reimbursement. It also reconciles Title IV-D and Title IV-E child support collections.

Forgotten Children’s Fund Fiscal Report (DHS-0645) **IX-3160**

The **Forgotten Children’s Fund Fiscal Report (DHS 0645)** is two fold:

1. DHS authorizes the local social services agency to incur the expense; and
2. the local agency reports the actual expenditure. The fund provides money for special items for children residing in foster care who are under the age of 18. The American Legion provides \$6,000 annually for items such as music lessons, bicycles, senior class yearbooks and other items usually paid for by families.

Child Care Fund Fiscal Report (DHS 2823) **IX-3170**

The **Child Care Fund Fiscal Report (DHS-2823)** collects county expenditure and statistical data for The Minnesota Family Investment Program (MFIP) and Basic Sliding Fee Child Care Subsidy program, allowing counties to earn state and federal funding from the Child Care fund.

DD Semi-Independent Living Services (DD SILS) Fiscal Report (DHS 2749) **IX-3180**

The **DD Semi-Independent Living Services (DD SILS) Fiscal Report (DHS 2749)**, including DHS generated client-specific **Targeted Expenditure Schedule (DHS 2749.1)**, is the fiscal report for the DD SILS Programs under certain circumstances. In most cases, the local social

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services agency's **SEAGR Report (DHS 2557)** will serve as the fiscal reporting mechanism, and the **DHS 2749** is not be required.